

Council on Aging Board Meeting **Minutes of February 12, 2003**

In Attendance:

Chairman Paul Keegan, Vice-Chairman Helene Tanenholtz, Board members Al Crommett, Tim Swiss, Bettyann Chamberlin, Secretary John Concordia, Director Sharon Yager, Dorothy Lake (representing the Shrews.Comm.Part./Children) and Vicki Zwerdling (CMAA Liaison) were also present. Board member Lillian Goodman was excused.

1. Chairman's Comments:

After the previous meeting minutes were reviewed and accepted the Chairman reported that "Thank You" letters were being sent to Trinity Church and to Astra for their donations to the COA gift account. The money will be used to help support the next Health Fair. Paul then provided the board with an updated copy of the WRTA drug program requirements, which apply to the COA drivers.

Paul thanked the members for support at the Finance Committee review of the 2004 budget request—so far the budget seems to be secure for the rest of this fiscal year but some lingering concerns remain.

2. Director's Comments:

Sharon reported that she had attended a conference in Worcester, wherein the EOEA financial concerns were addressed. The new State Director EOE, Jennifer D. Carey presented a preview of potential reductions in services for outreach programs, nutrition programs and Medicaid in general.

Sharon and Vicki Pellegrino completed a 2-day training session on the ACCESS computer software program. Sharon believes that the program can be used to correct our database problems but implementation will require other help. The COA conference room now has a new printer tied in to general use machines and a computer set up for use in AARP tax help program. Sharon has intern help working the data base problem and outreach with Betty.

3. Liaison reports:

CMAA—Vicki reported that the CMAA web site is now up and running—www.seniorconnection.org—with special legal program information available.

Friends of the SCC, Inc.---Helene reported that the "calendar "fund raising project is set for May with plans for 2000 tickets to be available. Discussions continue on how to best handle advertisers/follow up for the newsletter.

Shrews.Comm.Part./Children—Dolores reported that funding concerns are constant but the program seems to be ok for now.

Elder Home Care Services of Worc., Inc.---Paul reviewed Betty's report which covered several items of interest. Some discussion ensued regarding changes in method of providing services with budget cuts. Grocery shopping in clustered housing has been eliminated, for example. Other statistical information was included in the report.

4. Old Business:

Age Center Contract for the nutrition program use of the senior center is under discussion. Paul provided copies of the present contract for the board to review and some changes were suggested. Bob Cox building superintendent will be involved in negotiations with the Age Center.

An updated version of the Policy & Procedures document was reviewed by the board and approved for passing it on to the Town Manager for his endorsement.

Sharon presented information on her current academic efforts re Strategic Planning which will at some point involve the boards' work on our next 5-year plan.

Tax relief program discussion was opened by Helene with the note that Westboro now offers 20 positions at \$750 each for their seniors. The board felt that this was not the right time to increase our budget request for this activity although the demand for more positions is there.

5. New Business:

Sharon reported that transportation costs were over budget for the July through December period because of increased fuel costs and drivers' salary adjustments. This budget item is expected to be about \$3000 over for the full year—a typical occurrence.

Planning continues for the volunteer banquet tentatively scheduled for the first Friday in May.

6. **Other:**

The SHINE program use of our medical room will begin this month. The light department has completed telephone service requirements for the program though some adjustment is still necessary. Anticipated extra phone costs will not be borne by the COA budget.

Early planning for the Fall Festival will begin on March 4th.

Respectfully submitted,

John Concordia, Secretary